Daily Supervisor Briefing Logs and Shift Reports

217.1 PURPOSE AND SCOPE

Accurate and legible records are vital to the management of the facility. They provide a means for managers to review events and emergency situations that have occurred within the facility.

This policy provides guidance for creating and maintaining accurate and legible records necessary for the management of the facility.

217.2 POLICY

This policy establishes the requirement for the preparation, maintenance and retention of permanent Supervisor Briefing logs and shift reports to provide a record of both routine activities and unusual events such as emergencies or other notable occurrences.

217.3 PROCEDURES

All members assigned to a security post shall prepare an accurate daily activity log within the computerized jail management system. The daily activity log and shift report is a permanent record of daily activities. Members who falsify any official document may be subject to disciplinary action, up to and including termination.

All members will adhere to the following procedures when preparing a daily activity log or shift report:

(a) A black ink pen shall be used unless entries are logged into an electronic record.

(b) Entries should be legible and provide sufficient detail to ensure that the log entry or report properly reflects the events of the day.

(c) Entries shall include the name and call sign of the individual making the entry.

(d) Entries shall reflect the date and time of the event logged.

(e) Entries created and stored electronically shall not be modified. If corrections or changes become necessary, they shall be done by way of a supplemental entry, leaving the original entry unaltered and retrievable.

(f) Handwritten log entries requiring modification shall be crossed out with one line and a new entry made, noting that it is a correction.

217.4 SUPERVISORS BRIEFING LOG

All pertinent activities should be documented in the daily activity log. At a minimum this includes:

- Personnel call-offs and overtime
- Bookings and releases numbers
- inspections and routine activities
- All searches/shakedowns

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- Alarms and security equipment tests
- Inmate complaint of illness or injury and the action taken
- Program Statistics
- Cooperative Chain activity
- Disciplinary actions
- Supervisor rounds to the housing area and/or to specific inmates
- Unusual inmate behavior
- Discovered contraband
- Activities and programs offered and the attendees
- Unusual occurrences
- Use of emergency equipment
- Any use of force
- Sanitation inspections

The Supervisors Briefing log will be retained in accordance with the Secretary of State records retention schedule and the Office records retention schedule (WAC 44-14-03005).

217.5 POST LOGS

Each member assigned to a security post, as well as the supervisor, shall prepare and maintain an electronic post log for the oncoming staff. This log shall include the following:

- The formal inmate count at the beginning and end of each shift
- Inmate movement to and from the post
- Money count (at whatever post-money is handled)
- Exchange of security equipment (e.g., duress alarm, radio)
- The time the supervisor and deputy made rounds
- Information that would assist the oncoming staff
- Unusual occurrences

The post logs will be retained in accordance with the Secretary of State records retention schedule and the Office records retention schedule (WAC 44-14-03005).

217.6 SUPERVISOR RESPONSIBILITIES

Supervisors shall review the Supervisor Briefing report and post logs during the course of each shift. When appropriate, supervisors should include comments in the logbook with regard to an incident or unusual occurrence in the facility.

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Whenever a major event in the facility requires a coordinated command response, the Incident Commander (IC) should designate someone to keep a running log that identifies, at a minimum, the following:

- Date and time the incident began
- The specific location of the incident
- Times of significant response measures taken during the incident
- Name, identification number and time of arrival of personnel on-scene
- Orders issued by the IC
- Significant events that occurred as a result of the incident

The above information should remain available to the IC throughout the event to assist with ongoing response planning.

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